

General Services Administration



AUTHORIZED FEDERAL SUPPLY SCHEDULE PRICE LIST

70 - General Purpose Commercial Information Technology Equipment,
Software and Services

Integrity Consulting Solutions LLC

**7360 Guilford Dive
Suite 201
Frederick, MD 21704
P: 301-695-1200
F: 301-695-1644**

<http://www.integrity.us.com/>



Contract Number: GS-35F-079CA

Contract Period: 11/21/2014-11/20/2019

Business Size: Small Business

Pricelist current through: Award on 11/21/2014



Customer Information:

1a. Special item number(s):

Special Item Number	Description
132 51	Information Technology Professional Services

1b. Lowest priced Labor Category:

Special Item Number	Lowest Priced Item
132 51	Administrative Support at \$65 per hour

1c. Labor Category Descriptions: **Please see Page 11 for more information**

2. Maximum order: **\$500,000**

3. Minimum order: **\$100**

4. Geographic coverage (delivery area): **Domestic delivery only**

5. Point(s) of production: **Frederick, Maryland, USA**

6. Labor category prices on page are net. **Please see Page 5 for more information**

7. Quantity discounts: **0.75% = \$500,000 - \$4,999,999**
1.5% = \$5,000,000 and above

8. Prompt payment terms: **Net 30**

9a. Notification that Government purchase cards are accepted at or below the micro-purchase threshold: **Integrity Consulting Solutions LLC will accept Government purchase cards at or below the micro-purchase threshold**

9b. Notification whether Government purchase cards are accepted or not accepted above the micro-purchase threshold: **Integrity Consulting Solutions LLC and the ordering agency may agree to use the credit card for dollar amounts over the micro-purchase threshold**

10. Foreign items (list items by country of origin): **N/A**



11a. Time of delivery: **Negotiated at the order level**

11b. Expedited Delivery: **Negotiated at the order level**

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11c. Overnight and 2-day delivery: **Negotiated at the order level**

11d. Urgent Requirements: **Negotiated at the order level**

12. F.O.B. point(s): **FOB Destination**

13a. Ordering address:

**Integrity Consulting Solutions LLC
7360 Guilford Drive
Suite 201
Frederick, MD 21704
301-695-1200**

13b. Ordering procedures: **For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA's) are found in Federal Acquisition Regulation (FAR) 8.405-3**

14. Payment address:

**Integrity Consulting Solutions LLC
7360 Guilford Drive
Suite 201
Frederick, MD 21704**

15. Warranty provision: **N/A**

16. Export packing charges, if applicable: **N/A**

17. Terms and conditions of Government purchase card acceptance: **Integrity will accept the credit card for payments equal to or less than the micro-purchase for oral or written orders under this contract. For orders with a dollar amount above the micro-purchase threshold, Integrity and the ordering agency may agree to use the credit card.**



- 18. Terms and conditions of rental, maintenance, and repair (if applicable): **N/A**
- 19. Terms and conditions of installation (if applicable): **N/A**
- 20. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable): **N/A**
- 20a. Terms and conditions for any other services (if applicable): **N/A**
- 21. List of service and distribution points (if applicable): **N/A**
- 22. List of participating dealers (if applicable): **N/A**
- 23. Preventive maintenance (if applicable): **N/A**
- 24a. Special attributes such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants): **N/A**
- 24b. Section 508 compliance: **If applicable, Section 508 compliance information on the supplies and services provided for under this contract are available at <http://www.integrity.us.com/>**
- 25. Data Universal Number System (DUNS) number: **808113638**
- 26. Notification regarding registration in Central Contractor Registration (CCR) database: **Integrity Consulting Solutions LLC's SAM (System for Award Management) registration is active**



Special Item Number 132 51 – Information Technology (IT) Professional Services

Labor Category	Proposed GSA Price*
Managing Principal	\$196.21
Subject Matter Expert	\$172.18
Principal	\$222.17
Director	\$169.30
Senior Manager I	\$172.93
Manager II	\$149.65
Senior Consultant I	\$114.86
Consultant I	\$89.81
Administrative Support**	\$64.93

*Rates include the 0.75% IFF. Rates are per hour.

**Labor Category is subject to the Service Contract Act

**TERMS AND CONDITIONS APPLICABLE TO INFORMATION TECHNOLOGY (IT)
PROFESSIONAL SERVICES (SPECIAL ITEM NUMBER 132-51) AND IDENTITY ACCESS MANAGEMENT PROFESSIONAL
SERVICES
(SPECIAL ITEM NUMBER 132-60F)**

1. SCOPE

- a. The prices, terms and conditions stated under Special Item Number 132-51 Information Technology Professional Services apply exclusively to IT Professional Services within the scope of this Information Technology Schedule.
- b. The Contractor shall provide services at the Contractor's facility and/or at the ordering activity location, as agreed to by the Contractor and the ordering activity.

2. PERFORMANCE INCENTIVES I-FSS-60 Performance Incentives (April 2000)

- a. Performance incentives may be agreed upon between the Contractor and the ordering activity on individual fixed price orders or Blanket Purchase Agreements under this contract.
- b. The ordering activity must establish a maximum performance incentive price for these services and/or total solutions on individual orders or Blanket Purchase Agreements.
- c. Incentives should be designed to relate results achieved by the contractor to specified targets. To the maximum extent practicable, ordering activities shall consider establishing incentives where performance is critical to the ordering activity's mission and incentives are likely to motivate the contractor. Incentives shall be based on objectively measurable tasks.

3. ORDER

- a. Agencies may use written orders, EDI orders, blanket purchase agreements, individual purchase orders, or task orders for ordering services under this contract. Blanket Purchase Agreements shall not extend beyond the end of the contract period; all services and delivery shall be made and the contract terms and conditions shall continue in effect until the completion of the order. Orders for tasks which extend beyond the



fiscal year for which funds are available shall include FAR 52.232-19 (Deviation – May 2003) Availability of Funds for the Next Fiscal Year. The purchase order shall specify the availability of funds and the period for which funds are available.

b. All task orders are subject to the terms and conditions of the contract. In the event of conflict between a task order and the contract, the contract will take precedence.

4. PERFORMANCE OF SERVICES

a. The Contractor shall commence performance of services on the date agreed to by the Contractor and the ordering activity.

b. The Contractor agrees to render services only during normal working hours, unless otherwise agreed to by the Contractor and the ordering activity.

c. The ordering activity should include the criteria for satisfactory completion for each task in the Statement of Work or Delivery Order. Services shall be completed in a good and workmanlike manner.

d. Any Contractor travel required in the performance of IT Services must comply with the Federal Travel Regulation or Joint Travel Regulations, as applicable, in effect on the date(s) the travel is performed. Established Federal Government per diem rates will apply to all Contractor travel. Contractors cannot use GSA city pair contracts.

5. STOP-WORK ORDER (FAR 52.242-15) (AUG 1989)

(a) The Contracting Officer may, at any time, by written order to the Contractor, require the Contractor to stop all, or any part, of the work called for by this contract for a period of 90 days after the order is delivered to the Contractor, and for any further period to which the parties may agree. The order shall be specifically identified as a stop-work order issued under this clause. Upon receipt of the order, the Contractor shall immediately comply with its terms and take all reasonable steps to minimize the incurrence of costs allocable to the work covered by the order during the period of work stoppage. Within a period of 90 days after a stop-work is delivered to the Contractor, or within any extension of that period to which the parties shall have agreed, the Contracting Officer shall either-

(1) Cancel the stop-work order; or

(2) Terminate the work covered by the order as provided in the Default, or the Termination for Convenience of the Government, clause of this contract.

(b) If a stop-work order issued under this clause is canceled or the period of the order or any extension thereof expires, the Contractor shall resume work. The Contracting Officer shall make an equitable adjustment in the delivery schedule or contract price, or both, and the contract shall be modified, in writing, accordingly, if-



- (1) The stop-work order results in an increase in the time required for, or in the Contractor's cost properly allocable to, the performance of any part of this contract; and
- (2) The Contractor asserts its right to the adjustment within 30 days after the end of the period of work stoppage; provided, that, if the Contracting Officer decides the facts justify the action, the Contracting Officer may receive and act upon the claim submitted at any time before final payment under this contract.
- (c) If a stop-work order is not canceled and the work covered by the order is terminated for the convenience of the Government, the Contracting Officer shall allow reasonable costs resulting from the stop-work order in arriving at the termination settlement.
- (d) If a stop-work order is not canceled and the work covered by the order is terminated for default, the Contracting Officer shall allow, by equitable adjustment or otherwise, reasonable costs resulting from the stop-work order.

6. INSPECTION OF SERVICES

In accordance with FAR 52.212-4 CONTRACT TERMS AND CONDITIONS--COMMERCIAL ITEMS (MAR 2009) (DEVIATION I - FEB 2007) for Firm-Fixed Price orders and FAR 52.212-4 CONTRACT TERMS AND CONDITIONS –COMMERCIAL ITEMS (MAR 2009) (ALTERNATE I – OCT 2008) (DEVIATION I – FEB 2007) applies to Time-and-Materials and Labor-Hour Contracts orders placed under this contract.

7. RESPONSIBILITIES OF THE CONTRACTOR

The Contractor shall comply with all laws, ordinances, and regulations (Federal, State, City, or otherwise) covering work of this character. If the end product of a task order is software, then FAR 52.227-14 (Dec 2007) Rights in Data – General, may apply.

8. RESPONSIBILITIES OF THE ORDERING ACTIVITY

Subject to security regulations, the ordering activity shall permit Contractor access to all facilities necessary to perform the requisite IT Professional Services.

9. INDEPENDENT CONTRACTOR

All IT Professional Services performed by the Contractor under the terms of this contract shall be as an independent Contractor, and not as an agent or employee of the ordering activity.



10. ORGANIZATIONAL CONFLICTS OF INTEREST

a. Definitions.

“Contractor” means the person, firm, unincorporated association, joint venture, partnership, or corporation that is a party to this contract.

“Contractor and its affiliates” and “Contractor or its affiliates” refers to the Contractor, its chief executives, directors, officers, subsidiaries, affiliates, subcontractors at any tier, and consultants and any joint venture involving the Contractor, any entity into or with which the Contractor subsequently merges or affiliates, or any other successor or assignee of the Contractor.

An “Organizational conflict of interest” exists when the nature of the work to be performed under a proposed ordering activity contract, without some restriction on ordering activities by the Contractor and its affiliates, may either (i) result in an unfair competitive advantage to the Contractor or its affiliates or (ii) impair the Contractor’s or its affiliates’ objectivity in performing contract work.

b. To avoid an organizational or financial conflict of interest and to avoid prejudicing the best interests of the ordering activity, ordering activities may place restrictions on the Contractors, its affiliates, chief executives, directors, subsidiaries and subcontractors at any tier when placing orders against schedule contracts. Such restrictions shall be consistent with FAR 9.505 and shall be designed to avoid, neutralize, or mitigate organizational conflicts of interest that might otherwise exist in situations related to individual orders placed against the schedule contract. Examples of situations, which may require restrictions, are provided at FAR 9.508.

11. INVOICES

The Contractor, upon completion of the work ordered, shall submit invoices for IT Professional services. Progress payments may be authorized by the ordering activity on individual orders if appropriate. Progress payments shall be based upon completion of defined milestones or interim products. Invoices shall be submitted monthly for recurring services performed during the preceding month.

12. PAYMENTS

For firm-fixed price orders the ordering activity shall pay the Contractor, upon submission of proper invoices or vouchers, the prices stipulated in this contract for service rendered and accepted. Progress payments shall be made only when authorized by the order. For time-and-materials orders, the Payments under Time-and-Materials and Labor-Hour Contracts at FAR 52.212-4 (MAR 2009) (ALTERNATE I – OCT 2008) (DEVIATION I – FEB 2007) applies to time-and-materials orders placed under this contract. For labor-hour orders, the Payment under Time-and-Materials and Labor-Hour Contracts at FAR 52.212-4 (MAR 2009) (ALTERNATE I – OCT 2008) (DEVIATION I – FEB 2007) applies to labor-hour orders placed under this contract. 52.216-31(Feb 2007) Time-and-Materials/Labor-Hour Proposal Requirements—Commercial Item Acquisition As prescribed in 16.601(e)(3), insert the following provision:

(a) The Government contemplates award of a Time-and-Materials or Labor-Hour type of contract resulting from this solicitation.



(b) The offeror must specify fixed hourly rates in its offer that include wages, overhead, general and administrative expenses, and profit. The offeror must specify whether the fixed hourly rate for each labor category applies to labor performed by—

- (1) The offeror;
- (2) Subcontractors; and/or
- (3) Divisions, subsidiaries, or affiliates of the offeror under a common control.

13. RESUMES

Resumes shall be provided to the GSA Contracting Officer or the user ordering activity upon request.

14. INCIDENTAL SUPPORT COSTS

Incidental support costs are available outside the scope of this contract. The costs will be negotiated separately with the ordering activity in accordance with the guidelines set forth in the FAR.

15. APPROVAL OF SUBCONTRACTS

The ordering activity may require that the Contractor receive, from the ordering activity's Contracting Officer, written consent before placing any subcontract for furnishing any of the work called for in a task order.

16. DESCRIPTION OF IT PROFESSIONAL SERVICES AND PRICING

a. The Contractor shall provide a description of each type of IT Service offered under Special Item Numbers 132-51 IT Professional Services should be presented in the same manner as the Contractor sells to its commercial and other ordering activity customers. If the Contractor is proposing hourly rates, a description of all corresponding commercial job titles (labor categories) for those individuals who will perform the service should be provided.

b. Pricing for all IT Professional Services shall be in accordance with the Contractor's customary commercial practices; e.g., hourly rates, monthly rates, term rates, and/or fixed prices, minimum general experience and minimum education.

The following is an example of the manner in which the description of a commercial job title should be presented:



Integrity Consulting Solutions LLC Labor Category Descriptions:

Labor Category	Labor Category Descriptions -Functional Responsibilities	Minimum Education and Experience Requirements
Managing Principal	Responsibilities include final authority in conduct of information technology consulting engagements and full responsibility for the work performed, including overall quality and project management.	Minimum education includes a Bachelors degree or equivalent and 12 years of experience.
Subject Matter Expert	Responsibilities include providing deep expertise, guidance, consultation, strategic thinking, thought leadership, and education to clients and project teams based on specialized deep expertise. Area of expertise typically is related to information technology, computer science or a related field.	Minimum education includes a Bachelors degree or equivalent and 10 years of experience.
Principal	Responsibilities include providing expert guidance and managerial direction for complex projects and programs. Oversees all aspects of project performance including problem definition, analysis, requirements development through implementation. Assumes full responsibility for the work performed including overall quality and project management. Area of expertise typically is related to information technology, computer science or a related field.	Minimum education includes a Bachelors degree or equivalent and 10 years of experience.
Director	Responsibilities include directing the performance of a variety of related projects, which may be organized by technology, program or client. Oversees development and application of solutions, and is responsible for resource allocation within a client base. Ensures the effective management of funds and is accountable for the quality and timely delivery of contractual deliverables. Performs smooth project management, reviews work product and reports, conducting discussions with clients about the results of work performed, directing managers and reviews work plans and programs. Area of expertise typically is related to information technology, computer science or a related field.	Minimum education includes a Bachelors degree or equivalent and 7 years of experience.

Senior Manager I	Under the direction of a Director or Senior Manager provides management and technical expertise to a variety of projects that may be organized by technology, program or client. In consultation with higher authority oversees solutions, client interface and resource allocation within a client base. Ensures effective management of funds and personnel and is accountable for quality and timely delivery of contractual deliverables. Area of expertise typically is related to information technology, computer science or a related field.	Minimum education includes a Bachelors degree or equivalent and 6 years of experience.
Manager II	Responsible for the design and execution of projects including independently performing particular segments of a consulting engagement, instructing the work of staff consultants, reviewing completed work and directing any necessary revisions. The Project Manager makes routine decisions on consulting matters with the assistance of higher authority. Area of expertise typically is related to information technology, computer science or a related field.	Minimum education includes a Bachelors degree or equivalent and 4 years of experience.
Senior Consultant I	Conducts and participates in the strategic, tactical and operational aspects of individual projects. Is responsible for the execution of project goals within time and budget. Contributes to the design and execution of projects independently performing many aspects of an consulting engagement. Works with consultants to review work product, direct revisions and making routine decisions on consulting matters in consultation with higher authority. Area of expertise typically is related to information technology, computer science or a related field.	Minimum education includes a Bachelors degree or equivalent and 4 years of experience.
Consultant I	Performs a variety of technical, managerial and administrative activities within individual projects which may be broad in nature. Responsibilities include performance of specific steps in the process of a consulting engagement under the supervision of higher authority. All activities are typically supervised. Area of expertise typically is related to information technology, computer science or a related field.	Minimum education includes a Bachelors degree or equivalent and zero years of experience although intern experience in industry or government is desired.
Administrative Support	Performs a variety of administrative duties in direct support of technical and management level personnel. Duties include documentation planning and support, project administration, general office support, event planning and administration. Area of expertise typically is related to information technology, computer science or a related field.	Must possess a minimum of a high school diploma and one year of experience.



Substitution/Equivalency:

- GED or vocational degree = high school diploma.
- Two years of higher-level education = one (1) yr. general experience.
- BS/BA = six (6) yrs. general experience.
- MS/MA = ten (10) yrs. general experience, or BS/BA + four (4) yrs. general experience.
- Ph.D. = twelve (12) yrs. general experience, or BS/BA + six (6) yrs. general experience, or MS/MA and two (2) yrs. general experience.

USA COMMITMENT TO PROMOTE SMALL BUSINESS PARTICIPATION PROCUREMENT PROGRAMS

PREAMBLE

(Name of Company) provides commercial products and services to ordering activities. We are committed to promoting participation of small, small disadvantaged and women-owned small businesses in our contracts. We pledge to provide opportunities to the small business community through reselling opportunities, mentor-protégé programs, joint ventures, teaming arrangements, and subcontracting.

COMMITMENT

To actively seek and partner with small businesses.

To identify, qualify, mentor and develop small, small disadvantaged and women-owned small businesses by purchasing from these businesses whenever practical.

To develop and promote company policy initiatives that demonstrate our support for awarding contracts and subcontracts to small business concerns.

To undertake significant efforts to determine the potential of small, small disadvantaged and women-owned small business to supply products and services to our company.

To insure procurement opportunities are designed to permit the maximum possible participation of small, small disadvantaged, and women-owned small businesses.

To attend business opportunity workshops, minority business enterprise seminars, trade fairs, procurement conferences, etc., to identify and increase small businesses with whom to partner.

To publicize in our marketing publications our interest in meeting small businesses that may be interested in subcontracting opportunities.

We signify our commitment to work in partnership with small, small disadvantaged and women-owned small businesses to promote and increase their participation in ordering activity contracts. To accelerate potential opportunities please contact **(Patrick Wheeler, p: 301-695-1011, f: 301-695-1644, pwheeler@integrity.us.com)**



BEST VALUE
BLANKET PURCHASE AGREEMENT
FEDERAL SUPPLY SCHEDULE

(Insert Customer Name)

In the spirit of the Federal Acquisition Streamlining Act (ordering activity) and (Contractor) enter into a cooperative agreement to further reduce the administrative costs of acquiring commercial items from the General Services Administration (GSA) Federal Supply Schedule Contract(s) _____.

Federal Supply Schedule contract BPAs eliminate contracting and open market costs such as: search for sources; the development of technical documents, solicitations and the evaluation of offers. Teaming Arrangements are permitted with Federal Supply Schedule Contractors in accordance with Federal Acquisition Regulation (FAR) 9.6.

This BPA will further decrease costs, reduce paperwork, and save time by eliminating the need for repetitive, individual purchases from the schedule contract. The end result is to create a purchasing mechanism for the ordering activity that works better and costs less.

Signatures

Ordering Activity	Date
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Contractor	Date
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BPA NUMBER_____

(CUSTOMER NAME)
BLANKET PURCHASE AGREEMENT

Pursuant to GSA Federal Supply Schedule Contract Number(s)_____, Blanket Purchase Agreements, the Contractor agrees to the following terms of a Blanket Purchase Agreement (BPA) EXCLUSIVELY WITH (ordering activity):

- (1) The following contract items can be ordered under this BPA. All orders placed against this BPA are subject to the terms and conditions of the contract, except as noted below:

MODEL NUMBER/PART NUMBER	*SPECIAL BPA DISCOUNT/PRICE
_____	_____
_____	_____
_____	_____

- (2) Delivery:

DESTINATION	DELIVERY SCHEDULES / DATES
_____	_____
_____	_____
_____	_____

- (3) The ordering activity estimates, but does not guarantee, that the volume of purchases through this agreement will be _____.

- (4) This BPA does not obligate any funds.

- (5) This BPA expires on _____ or at the end of the contract period, whichever is earlier.

- (6) The following office(s) is hereby authorized to place orders under this BPA:

OFFICE	POINT OF CONTACT
_____	_____
_____	_____
_____	_____

- (7) Orders will be placed against this BPA via Electronic Data Interchange (EDI), FAX, or paper.

- (8) Unless otherwise agreed to, all deliveries under this BPA must be accompanied by delivery tickets or sales slips that must contain the following information as a minimum:

- (a) Name of Contractor;
- (b) Contract Number;
- (c) BPA Number;
- (d) Model Number or National Stock Number (NSN);
- (e) Purchase Order Number;
- (f) Date of Purchase;



(g) Quantity, Unit Price, and Extension of Each Item (unit prices and extensions need not be shown when incompatible with the use of automated systems; provided, that the invoice is itemized to show the information); and

(h) Date of Shipment.

(9) The requirements of a proper invoice are specified in the Federal Supply Schedule contract. Invoices will be submitted to the address specified within the purchase order transmission issued against this BPA.

(10) The terms and conditions included in this BPA apply to all purchases made pursuant to it. In the event of an inconsistency between the provisions of this BPA and the Contractor's invoice, the provisions of this BPA will take precedence.



BASIC GUIDELINES FOR USING “CONTRACTOR TEAM ARRANGEMENTS”

Federal Supply Schedule Contractors may use “Contractor Team Arrangements” (see FAR 9.6) to provide solutions when responding to a ordering activity requirements.

These Team Arrangements can be included under a Blanket Purchase Agreement (BPA). BPAs are permitted under all Federal Supply Schedule contracts.

Orders under a Team Arrangement are subject to terms and conditions of the Federal Supply Schedule Contract.

Participation in a Team Arrangement is limited to Federal Supply Schedule Contractors.

Customers should refer to FAR 9.6 for specific details on Team Arrangements.

Here is a general outline on how it works:

- The customer identifies their requirements.
- Federal Supply Schedule Contractors may individually meet the customer's needs, or -
- Federal Supply Schedule Contractors may individually submit a Schedules “Team Solution” to meet the customer's requirement.
- Customers make a best value selection.